

# Request for Project Deadline Extension

Date: [Insert Date]

To: [Vendor Name]

[Vendor Address]

Dear [Vendor Contact Name],

We hope this message finds you well. We are writing to formally request an extension on the deadline for the [Project Name] due to [reason for extension, e.g., unforeseen circumstances, resource availability, etc.].

The original deadline was set for [Original Deadline Date], and we believe that an extension of [number of days/weeks] will allow us to fulfill the project requirements to the best of our abilities, ensuring the highest quality of work and meeting all specifications.

We understand the implications this may have on your scheduling and appreciate your consideration of this request. We are committed to maintaining open lines of communication as we work together to reach our goals.

Thank you for your attention to this matter. We look forward to your understanding and support.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]